



**Department of Health**  
Environmental Health  
108 Cherry Street – PO Box 70  
Burlington, VT 05402-0070  
**HealthVermont.gov**

[phone] 802-863-7220  
[fax] 802-863-7483  
[toll free] 800-439-8550

*Agency of Human Services*

June 3, 2013

William Ward  
65 Sawmill Road  
Jericho, VT 05465

Dear Mr. Ward:

Congratulations on your commission as Town Health Officer for Burlington. As Vermont's Commissioner of Health, I am appointing you to a three-year term starting on 6/1/2013.

By law, each Vermont town has a Town Health Officer and a local Board of Health (composed of the Selectboard and the Town Health Officer). In addition, some towns choose to have one or more Deputy Health Officers. These are very important positions in the community. There is a long Vermont tradition for Town Health Officers. The position is well over 100 years old and initially involved controlling the spread of communicable disease. Today, the majority of a Town Health Officer's work has shifted toward environmental health issues such as failed septic systems, unsafe drinking water, rental housing sanitation, and animal bites.

As Town Health Officer, it is important for you to become familiar with the Vermont laws and regulations covering public health and to learn how these may need to be administered in the town. Town Health Officers have the authority to prevent and abate public health hazards in their communities. The attached copies of some Vermont Statutes contain information about the Town Health Officer's authority and duties. You may also access other public health statutes at this website:

<http://www.leg.state.vt.us/statutes/chapters.cfm?Title=18>

For further assistance please consult the Vermont Department of Health's Town Health Officer webpage which is located at: <http://www.healthvermont.gov/local/tho/tho.aspx>. At that site, we have also provided forms to assist you in your duties: Town Health Officer Recommendation and Oath Forms, Town Health Officer Complaint & Inspection Form, Essential Maintenance Practices Checklist, Rental Housing Inspection Checklist, Animal Bite Report Form. There is also a link to a list of agencies that can help you with common environmental health problems. The list is meant to be a resource, but is not exhaustive. You may need to contact agencies other than those listed.

Please feel free to call the Health Department about the following concerns: lead, asbestos, drinking water, radon, West Nile virus, infectious disease/epidemiology, animal bites and rabies. Call 1-800-464-4343 in Vermont for more information. We are here to assist you in any way we can.

Thank you for accepting this important position. The activities of town health officers are essential in supporting the health of each Vermont community. We appreciate your support in this effort and look forward to working with you.

Sincerely,

A handwritten signature in black ink, appearing to read "Harry Chen", written over a horizontal line.

Harry Chen, MD  
Commissioner of Health

Enclosure



**State of Vermont**  
**Agency of Human Services**  
**DEPARTMENT OF HEALTH**

*This is to certify that upon recommendation of the Selectboard, I have appointed  
William Ward Town Health Officer for the town of Burlington for a three year term  
beginning 06/01/2013 and ending 05/31/2016.*

*Dated this 03 day of June, 2013*



*Harry Chen, MD  
Commissioner of Health*